



Women Pioneers for Peace and Life

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Mogadishu-Somalia

Ref. No. HINNA/SHF/16918/2020

Date: 11/July/2020

Shelter/NFI Project Officers (2 position)

Contact Email: hinnango2003@gmail.com or hinnango@hotmail.com
Duration: 6 months, Full time with possibility of extension
Duty Station: Marka and Afgoi districts of Lower Shabelle region.
Advertisement Date: : Saturday 11 July, 2020

BACKGROUND

HINNA as a local humanitarian organization, who supports vulnerable and marginalized populations in south and central Somalia, is a partner with Somali Humanitarian Fund (SHF) and is an active member of clusters including Shelter/NFI Cluster, Protection and Camp Coordination and Camp Management (CCCM) coordinated and handled by OCHA Somalia. HINNA is seeking for Shelter/NFI Project Officers for the project titled “**Addressing the emergency shelter and NFIs needs of 2,216 IDP Families (13,296 persons) in Afgoye and Marka districts of Lower Shabelle region**”, funded by the SHF

General Functions:

The Shelter/NFI Project Officers is responsible for technical and managerial oversight and timely implementation of project activities in compliance with approved log frame and work plan and supervise project staff and ensure mitigating and responding any risks that may hinder achieving project objectives under supervision of the Program Manager.

Major Duties and Responsibilities:

1. Work completely under the supervision of the program manager in the overall implementation and monitoring of project activities related to HINNA Shelter/NFIs project
2. Assist in all the financial, administrative and technical aspects of the Shelter/NFI's project to ensure compliance in line with HINNA's policies and procedures and adhered to in a timely and efficient manner and within the budget.
3. Liaise with the implementing partners on grant agreements, reports and payments;
4. Closely coordinate and follow up with the Resource Management Unit in all aspects of the Shelter/NFIs grants and payments.
5. Monitor the progress of the project, collect site development progress reports, strips, site management updates, compile and share information from the field teams on a weekly basis.

6. Assist with the program Manager of the Follow up with sub-implementing partners on reporting requirements and ensure timely submission of all reports.
7. Provide support in planning and overseeing the delivery of procurement and logistics activities according to the project operations.
8. Perform other duties as may be assigned.

Required Qualifications and Experience:

Education:

- University degree in Social Sciences, International Relations, Engineering, or a related field from an accredited academic institution with three years of relevant professional experience; or
- Completed High School degree from an accredited academic institution with five years of relevant professional experience.

Experience:

- Experience in emergency operations and program design that includes support to displaced populations and refugees;
- Proficient use of Microsoft software such as, word Excel and PowerPoint.
- Experience in report writing;
- Experience working with humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting;
- Familiarity with the IDP settlements context is an added advantage.

Languages:

- Somali as a mother tongue
- English-**Fluent**

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients and stakeholders
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programs or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing – plans work, anticipates risks, and sets goals within area of responsibility;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

- Technological Awareness – displays awareness of relevant technological solutions;
- Resource Mobilization – works with internal and external stakeholders to meet resource needs of HINNA.

How to Apply:

Interested candidates are requested to submit their application, including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied in the subject line of the e-mail to hinnango@hotmail.com or hinnango2003@gmail.com no later than on **Saturday, 25 July 2020**.

Only shortlisted candidates will be contacted.